



County of Los Angeles CHIEF EXECUTIVE OFFICE

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LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

May 13, 2008

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

APPROVAL TO EXTEND CONTRACT FOR EMPLOYEE DRUG AND ALCOHOL TESTING PROGRAM ADMINISTRATION/SERVICES FOR COMMERCIAL DRIVERS (ALL DISTRICTS – 3 VOTES)

SUBJECT

To continue Federally-mandated employee drug and alcohol testing for commercial drivers, it is necessary that your Board extend the current contract for an additional six-month period, through December 31, 2008. Since no proposals were submitted as a result of the November 2007 Request for Proposals (RFP), this extension will allow the Chief Executive Office (CEO) to re-issue an RFP for these services.

IT IS RECOMMENDED THAT YOUR BOARD:

Approve and instruct the Chair to sign Amendment No. 3 to the contract with American Substance Abuse Professional Drug Solutions, Inc. (ASAP), for employee drug and alcohol testing program administration/services for commercial drivers, to extend the contract for a six-month period, effective July 1, 2008 through December 31, 2008, at a cost not to exceed \$15,000, while the CEO completes the solicitation process for a replacement contract.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

On June 3, 2003, your Board approved contract No. 74493 with ASAP to provide Federally-mandated employee drug and alcohol testing program administration/services for commercial drivers. The initial contract was for a three-year term, effective July 1, 2003, with two, one-year renewal options. The options were exercised and the contract expires June 30, 2008.

Board of Supervisors
GLORIA MOLINA
First District

YVONNE B. BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

The County of Los Angeles (County) has utilized a third party administrator since 1995, when a drug and alcohol testing program was first implemented for its commercial drivers in accordance with guidelines mandated by the Federal Department of Transportation (DOT). The DOT requires pre-employment drug testing, and random and post-accident drug and alcohol testing, of employees who carry commercial driver's licenses and who drive passenger vans with 15 or more passenger seats, or who operate vehicles weighing more than 26,000 pounds.

The CEO manages DOT pre-employment drug testing, and random and post-accident drug and alcohol testing for all County departments. No County department independently contracts for these tests.

Approval of the recommended action will allow for continuation of the currently contracted services while the CEO completes the solicitation process for a new contract.

Implementation of Strategic Plan Goals

The services provided under this Amendment support the County's Strategic Plan Goals of Workforce Excellence, Organizational Effectiveness, and Fiscal Responsibility, by meeting the CEO departmental objective of establishing a risk management system that emphasizes loss prevention.

FISCAL IMPACT/FINANCING

Services under this Amendment will be paid on a fee-for-service basis, subject to a maximum cost of \$15,000 for six months, which is included in the Fiscal Year 2008-09 Adopted Departmental Budget.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Amendment has been approved as to form by County Counsel.

CONTRACTING PROCESS

The CEO began a solicitation process to replace the expiring contract and, on November 15, 2007, released an RFP for the provision of employee drug and alcohol testing program administration/services for commercial drivers. The RFP was advertised in the *Los Angeles Times*, *Compton Bulletin*, *HOY*, *Lynwood Journal*, and the *Acton/Agua Dulce News*, posted on the County contracting website, and notice of the RFPs release was mailed to 221 vendors. Eight vendors attended a mandatory proposers' conference held on December 6, 2007; however, no proposals were received by the due date of January 9, 2008.

The Honorable Board of Supervisors
May 13, 2008
Page 3

The CEO reviewed and redesigned the RFP, including changes to the Scope of Work, and re-issued a new RFP in April 2008. The Statement of Work was revised to also include non-DOT testing services. The purpose of the revision is to expand the clinic sites for the Drug-Free Workplace Policy: Reasonable Suspicion Program.

Proposals are due June 25, 2008. Evaluations should be completed in August 2008, and a letter recommending the selected contractor submitted to your Board in October 2008.

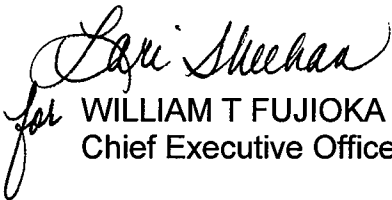
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of this Amendment will continue the currently contracted services.

CONCLUSION

Upon approval by your Board, please return one original signed Amendment, and an adopted-stamped copy of this letter to the CEO Risk Management Branch.

Respectfully submitted,


for WILLIAM T FUJIOKA
Chief Executive Officer

WTF:ES
RAA:SN:ds

Attachments

c: Executive Officer, Board of Supervisors
County Counsel

**CONTRACT BY AND BETWEEN COUNTY OF LOS ANGELES AND
AMERICAN SUBSTANCE ABUSE PROFESSIONAL DRUG SOLUTIONS, INC.
FOR EMPLOYEE DRUG AND ALCOHOL TESTING PROGRAM
ADMINISTRATION/SERVICES FOR COMMERCIAL DRIVERS
(CONTRACT NO. 74493)**

AMENDMENT NO. 3

WHEREAS, on June 3, 2003, the County of Los Angeles, hereinafter "County", entered into a Contract with American Substance Abuse Professional Drug Solutions, Inc. (hereinafter Contractor) for the provision of employee drug and alcohol testing program administration/services for commercial drivers; and

WHEREAS, the term of the Contract was for three years, beginning July 1, 2003 through June 30, 2006, with two one-year renewal options which have been approved by the Chief Executive Officer through June 30, 2008; and

WHEREAS, the County and Contractor desire to extend this Contract for six months, effective July 1, 2008 through December 31, 2008;

NOW, THEREFORE, it is agreed between the parties that the Contract shall be modified as follows:

1. Item 4.0, Term of Contract, shall be amended to include the following:

"4.0 TERM OF CONTRACT

4.4 Effective July 1, 2008 the term of this Contract shall be extended for six months, through December 31, 2008, upon approval thereof by County's Board of Supervisors.

4.5 The total amount for the Contract extension shall not exceed \$15,000."

Except for the changes set forth herein, all other terms and conditions of the Contract shall remain the same.

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IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 3 to be executed on its behalf by its duly authorized officers, effective upon approval by the Board of Supervisors.

AMERICAN SUBSTANCE ABUSE
PROFESSIONAL DRUG SOLUTIONS,
INC.

COUNTY OF LOS ANGELES

By *[Signature]*
Name
President
Title

By *[Signature]*
Chair, Board of Supervisors

ATTEST:

SACHI A. HAMAI
Executive Officer-Clerk
of the Board of Supervisors



I hereby certify that pursuant to
Section 25103 of the Government Code,
delivery of this document has been made.

SACHI A. HAMAI
Executive Officer
Clerk of the Board of Supervisors

By *[Signature]*
Deputy

By *[Signature]*
Deputy

APPROVED AS TO FORM

RAYMOND G. FORTNER, JR.
County Counsel

By *[Signature]*
Principal Deputy County Counsel

3/12/08
G/amr/Department of Transportation/Amendment No. 3

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

10

MAY 13 2008

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

74493

Supplement No. 7